



U.S. MISSION TO ITALY - OFFICE OF HUMAN RESOURCES

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 07-03

OPEN TO:
(See definitions
on last page)

- 1. Appointment Eligible Family Members (AEFMs) – All Agencies**
- 2. Current U.S. Citizen and Foreign National Employees – All Agencies**
(Ordinarily Resident and Not Ordinarily Resident)
- 3. U.S. Citizens and Foreign Nationals**
(Ordinarily Resident and Not Ordinarily Resident)

POSITION: **REGISTERED NURSE**
American Embassy, Rome
FSN-9: FP-5*

OPENING DATE: February 2, 2007

CLOSING DATE: February 23, 2007

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not Ordinarily Resident: \$40,118 gross p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)

*Ordinarily Resident: Euro 39,748 gross p.a. (Starting salary)
(Position Grade: FSN-9)

NOTE: *With the exception of Appointment Eligible Family Members, all other categories must have the required work and residency permits before being able to apply for local positions in Italy.*

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The **Management Section** at the American Embassy in Rome is seeking candidates for a full-time position as Registered Nurse in the Health Unit available **immediately**.

BASIC FUNCTIONS AND MAJOR DUTIES OF THE POSITION

The incumbent of this position serves as locally employed Registered Nurse responsible for providing the full range of professional nursing services for American and Locally Employed Staff under the direct supervision of the Health Unit Medical Doctor.

Major duties include, but are not limited to the following:

- Provides health care services to American employees and family members assigned to the Embassy and associated agencies. Services include physical assessment, diagnosis, initial treatment and/or appropriate referral, administration of vaccines.
- Maintains and develops liaison with local physicians, specialists, clinics, hospitals and laboratories.
- Maintains and coordinates health promotion programs.

- In collaboration with the Administrative Assistant helps prepare monthly statistics reports for the Department of State Medical Division, assists with active and closed files and coordinates local hospitalizations, medevac and related correspondence.
- Provides anticipatory guidance, including conducting specific seminars to Mission staff on a variety of health issues. Acts as advisor to the Management Section and the General Services Office on workplace health and safety issues as well as on local public health issues.
- Is responsible for performing other related professional duties not involving patients, such as medication ordering, dissemination of health information, etc.
- In the absence of the Medical Doctor, in consultation with the Post Medical Advisor or Regional Medical Officer is in charge of the Health Unit and treats all patients.

QUALIFICATIONS REQUIRED

NOTE: *All applicants are instructed to address the selection criteria detailed below with specific and comprehensive information supporting each criterion. Language, Abilities and Skills may be tested during the selection process.*

Education: Candidates must be graduates of an accredited Registered Nurse program and hold a valid U.S. State license in the field (or other comparable license from an equivalent licensing body).

Prior work

Experience: At least two years experience in the field and experience working in a Family Practice setting or in an Occupational Health Unit setting.

Language: English Level IV (fluent), spoken and written.
Italian Level II (limited), spoken and written.
Familiarity in the use of professional medical terminology in both languages.

Knowledge: Knowledge of current medical practices in Italy and U.S. and of Italian medical system and medicines. Knowledge of Department of State - and specifically Medical Bureau - procedures. Some general knowledge and prior training in chemical/bio-warfare. Experience in handling the medical aspects of potential/real chemical/bio-weapon exposure.

Abilities and

Skills: Must be sensitive to the needs/feelings of others, be approachable and personable to maintain the trust of employees and their family members. Must be objective, resourceful, adaptable and possess sound professional judgment.
Excellent written, verbal and interpersonal communication skills.

SELECTION PROCESS

It is essential that all candidates address the required qualifications above in the application. When equally qualified, candidates will be given preference in the following order: Appointment Eligible Family Members, U.S. veterans claiming preference, and all others.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.
2. Applicants must be eligible for employment under host government laws and regulations.
3. Current employees serving a probationary period are not eligible to apply.
4. Appointment Eligible Family Members (AEFMs) who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Management may decide to hire at a trainee level a selected candidate who meets the requirements as advertised.

TO APPLY

All interested candidates must submit the following application package. **Unless otherwise specified, the application language is English.**

- A cover letter indicating the job title/number and highlighting the particular qualifications for the position as advertised.
- A current detailed resume which provides the following additional information as appropriate:
 - For all - Indication of nationality (also dual nationalities) and address of residence.
 - For all non-Italian citizens - Evidence of authorization to work in Italy (**a copy of the *permesso di soggiorno* must be attached**).
 - For U.S. citizens - Social Security Number
- U.S. Veterans **claiming preference must clearly indicate this in their cover letter and must provide a copy of Form DD-214** (Certificate of Release or Discharge from Active Duty) with their application.
- **Please note that supporting documents showing evidence of the information given in the application may be requested at a later stage.**

Application packages that are inadequate or incomplete will not be considered.

N.B. Current employees who have completed their probationary period should apply in writing with a memorandum cleared by their American supervisors.

MAIL APPLICATION TO

Embassy of the USA
Office of Human Resources/Attn. Recruitment
Via Veneto 119/A
00187 Rome, Italy
FAX: (06) 4674-2649

Please note that the Mission **does not accept applications by hand, by e-mail or courier service.**
Applications can be sent **either via fax or regular/priority mail.**

We are sorry but we cannot acknowledge receipt of faxes.
No applications will be accepted after the deadline.

CLOSING DATE FOR THIS POSITION: February 23, 2007
An Equal Opportunity Employer

The US Missions in Italy provide equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Only applications received in the Office of Human Resources by the closing date of this job notice will be considered and only shortlisted candidates will be contacted. To all applicants we extend our appreciation for considering the U.S. Government in Italy as a potential employer.	<i>Solo le domande ricevute nell'Ufficio Risorse Umane entro la chiusura di questo bando verranno considerate e solo i partecipanti inseriti nella rosa dei candidati più qualificati verranno contattati. A tutti esprimiamo il nostro apprezzamento per l'interesse mostrato in un impiego presso il Governo degli Stati Uniti in Italia.</i>
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DEFINITIONS

Appointment Eligible Family Member (AEFM): A type of Eligible Family Member that is eligible for direct-hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.